DEPARTMENT OF THE ARMY
UNITED STATES ARMY INFORMATION TECHNOLOGY,
E-COMMERCE AND COMMERCIAL CONTRACTING CENTER - WEST (ITEC4-W)
2133 CUSHING STREET, GREELY HALL, BUILDING 61801
FORT HUACHUCA, ARIZONA   85613

SFCA-IT-W   4 June 2007

MEMORANDUM FOR ITEC4-W Customers

SUBJECT: End of Year Planning for Fiscal Year 2007

1. As in past fiscal years, ITEC4-W is committed to providing timely and quality contracting support to meet your program needs. The time required to complete an action varies depending on the type, dollar amount and completeness of package submission. By submitting requirements packages with complete supporting documentation (detailed requirements, independent government estimate, necessary approvals and funding), you can avoid unnecessary delays in the processing of your acquisition. With proper planning and coordination, end-of-year requirements can readily be accommodated.

2. Service Contract Approval Requirements. In February 2006, the Secretary of the Army instituted a requirement for MACOM or HQDA staff approval of all service contracts regardless of dollar value. This service contract approval is sometimes referred to as Lean Six Sigma approval. This is an approval that Army requiring activities must obtain *internal to their command* prior to submission of a requirements package for contract services to ITEC4-W.   In NETCOM, this approval process is done via the Form 700XX which is through the NETCOM G4. For Fort Huachuca Garrison customers, the approving authority is at IMCOM-West.   POCs for questions regarding this process for NETCOM and the Fort Huachuca Garrison are:

> NETCOM – Sally Gann, (520) 538-6933, sally.gann@us.army.mil
> Garrison – Marjorie Eyle, (520) 533-5635, marjorie.eyle@us.army.mil

This approval process can be very time-consuming and, since it is external to the procurement process, is not counted in the procurement lead time or cut-off dates provided by ITEC4-W. However, it should be included in your planning for year-end execution. We expect that both NETCOM and the Garrison will send out additional year-end cut-offs information for supply, MIPR submissions etc. for their organizations as they have in years past so keep an eye out for that information.

3. Other Requiring Activity Approval Requirements. Commands may also have other internal approval requirements. For example, NETCOM requires all service contract packages over $100K to be reviewed and approved by the Assessment of Contracts for Efficiency (ACE) team.   Also, because of OMA funding restrictions, your command may require special approvals for the use of OMA funds. Again, these timelines are not included in the cut-off dates provided by ITEC4-W and should be coordinated internally and considered in year-end planning of your requirements.

4. <u>ITEC4-W Cut-Off Dates</u>. The FY 07 year-end cut-off dates for submission of complete requirements packages to ITEC4-W are as follows:

<u>Simplified Acquisition Actions (Open Market Actions up to $100K, not including options).</u>

31 Aug 2007 – Simplified Acquisition Actions between $25K - $100K.
14 Sep 2007 – Simplified Acquisition Actions less than $25K.

<u>Orders Against Existing Contract Vehicles</u>

1 Aug 2007 – Competitive orders for Desktop and Laptop Computers using the Army Small Computer Program Consolidated Buy Process*

15 Aug 2007 – Competitive orders over $100K using the Army Small Computer Program, Multiple Award Contracts or GSA Schedules

6 Sep 2007 – Orders against previously competed contracts where additional competition is not required.

*Note: The Army Small Computer Program (ASCP) has been designated as the primary source for all IT purchases (AR 25-1). ASCP provides two ordering periods during the year called Consolidated Buy or CB periods (Feb/Mar and Aug/Sep) for Desktop and Notebook Computers. Purchasing these types of items during the CB period is mandatory or an exception letter is required. The exact dates for the Aug/Sep have not yet been set by Army Small Computer. However, it is highly recommended that you submit your packages for these items no later than 1 Aug for these types of buys.

<u>Exercising Options/Modifications.</u>

16 Jul 2007 – Options Expiring on 30 Sep 07. Any Value.

1 Jul-14 Sep 2007 - Modifications to Existing Contracts (Depending on Complexity). Any value. Check with your cognizant Contracting Officer regarding lead time for your specific actions. Normal lead times for modifications vary from 3-60 days depending on complexity.

New Actions over $100K or less than $100K if options are included. For NETCOM customers, all new contract actions estimated over $100K or less than $100K if options are included must be coordinated with Sally Gann in G4 prior to submission to ITEC4-W. For Garrison requirements, customers should coordinate with their cognizant Contracting Officer in advance of submitting the requirement. The estimated processing times for large dollar actions are shown below. These are estimates only. Whether or not these lead times can be achieved for an individual procurement action is dependent upon the complexity of work and the volume of workload within the procurement office. As the complexity of work increases, the probability of meeting the leading times decreases.

> **Sealed Bid Contracts < $5M, 60-90 days**
> **Sealed Bid Contracts > $5M, 60-120 days**
> **8(a) Procurements < $1M, 30-90 days**
> **8(a) Procurements > $1M, 30-120 days**
> **Large Negotiated Contracts < $1M, 120-240 days**
> **Large Negotiated Contracts > $1M, 180-360 days**

5. Although ITEC4-W cannot guarantee award for actions received after the official cut-off dates, we will make a good faith effort to award all requirements received, depending on work force capacity and whether it is possible to make award, regulatory and statutory timelines considered.

6. Points of contact for ITEC4-W are as follows:

  a. Simplified Acquisitions and Army Small Computer Program Buys for both Garrison and NETCOM: Tim Baker, Contracting Officer, (520) 538-8241 or timothy.p.baker@us.army.mil.

  b. For Actions on Existing Contracts, the POC is the cognizant Contracting Officer for the contract. ITEC4-W Contracting Officers are:

Tim Baker (SAP and ASPC) – (520) 538-8241, timothy.p.baker@us.army.mil
Jim Kuhl (Cell Phone BPAs) – (520) 538-8244, james.kuhl@us.army.mil
Cynthia Hall (Large Contracts) – (520) 533-0363, cynthia.m.hall@us.army.mil
Jadie Russell (Large Contracts) – (520) 533-1694, jadie.russell@us.army.mil
Linda Van Collie (Large Contracts) – (520) 533-0433, linda.a.vancollie@us.army.mil
Cory West (Large Contracts) – (520) 533-2361, cory.west@us.army.mil
Kim Wentrcek (Construction/Garrison Service Contracts) – (520) 533-1517,
    kimberly.wentrcek@us.army.mil

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     c. For all other questions regarding processing of NETCOM requirements, please call Debra Parra, Chief, NETCOM Operations Branch, at (520) 538-2669 or e-mail debbie.parra@us.army.mil.

     d. For all other questions regarding processing of Garrison requirements, please contact Pamela Garnes, Chief, Directorate of Contracting Operations Branch, at (520) 533-1061 or e-mail pamela.garnes@us.army.mil.

B.J. CLAUSE
Associate Director, ACA/ITEC4-W